

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.: Face to Face Interpretation	
Effective Date: 09/02/2010	
Expiration Date: 09/01/2012	
Agency Number:	
Facility: RFP 9-82	
Vendor ID: 0000056617	
Vendor Telephone Nbr: 317-924-5175	
Name Of Contact Pers: BILL ZART	
FAX Number: 317-924-5176	

Name and Address of Vendor: INDY TRANSLATIONS LLC
Cntct: BILL ZART
11495 N PENNSYLVANIA ST #270
CARMEL IN 46032

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
			<p>This is an award of a Quantity Purchase Agreement for Interpretation Services .</p> <p>QPA can be mutually renewed after two years, yearly twice.</p> <p>Quantities are estimates and could be more or less.</p> <p>The Face to Face Interpretation contract establishes hourly rates based on the language selected. Note that this contract allows a minimum one hour rate if the services are not rendered and are not cancelled 24 hours in advance. Please be certain that the language required is accurate and that all parties are present earlier than the scheduled session time. The arrival of the Interpreter begins the billable time. Educational materials to assist those interacting with Limited English Proficient persons are available through the Contractor (for example, cards to communicate that interpretative services are being provided at no cost to the person). A guarantee of services is included in the contract. In the event that the services were not satisfactory, please contact DOA Vendor Manager, Roxie Coble, rcoble@idoa.in.gov, 234-4251.</p> <p>Contractor shall provide services for the following languages, American Sign Language, Amharic, Arabic, Bosnian, Burmese, Cantonese, Czech, Dutch, Farsi, French, German, Greek, Gujarati, Hebrew, Hindi, Italian, Japanese, Korean, Mandarin Chinese, Polish, Portuguese, Punjabi, Russian, Serbian, Slovak, Spanish, Turkish, Ukrainian, Urdu, Vietnamese.</p> <p>To access services: 1-800-695-8772 or 317-566-8200 during regular business hours 317-775-2867 after business hours</p> <p>Be prepared to answer the below questions when scheduling an on-site interpretation:</p> <ol style="list-style-type: none"> 1. What is your name and last name? 2. Which agency are you calling from? 3. What is the address and telephone number of the agency you are representing? 4. What is your e-mail address? 5. What is the language needed for the interpretation? 6. What is the date of the interpretation? 7. Is there a "Start time" or an "End time"? 8. What is the location of the interpretation? (full address will be required) 9. What is the nature of the assignment? (the more information, the better) 10. Is there a contact phone number the interpreter is allowed to have should a problem arise during the interpretation? <p>To acquire educational tools to communicate with Limited English Proficient individuals in order to set an Interpretation session: Annamaria Proksch aproksch@indytranslations.com Supervising Project Manager Ph: 317.566.8200 Fax: 317.566.9465</p> <p>Be prepared to answer these billing questions before an appointment is set. Contact your Agency Procurement Agents or Director to acquire this information before calling the Contractor for services.</p> <ol style="list-style-type: none"> 1. What Indiana County are you calling from? 2. How would you prefer to be invoiced? (Regular mail (USPS) or E-mail). 3. Are any additional billing instruction needed? If necessary, please provide a purchase order number, office or individual identification number, and a referral I.D number. 	

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Line Number	Quantity	UNIT	Article and Description	Unit Price
1	99,999,999.00	MHR000000000100115540	Interpretation In Person Spanish	40.0000
2	99,999,999.00	MHR000000000100115541	Interpretation In Person nonSpanish	60.0000
3	99,999,999.00	MHR000000000100115542	Interpretation In Person Assignment starts or continues past 5:30 pm up until 8:00 am Monday through Friday on regular State working days (pro-rated for that period that starts after 5:30 in the event of interpretations that start prior to 5:30); also in	57.0000
4	99,999,999.00	MHR000000000100115543	Interpretation In Person nonProfessional Interpreter Spanish	35.0000
5	99,999,999.00	MHR000000000100115544	Interpretation In Person nonProfessional Interpreter nonSpanish	60.0000
6	99,999,999.00	MHR000000000100115545	Interpretation In Person American Sign Language	50.0000
7	99,999,999.00	MHR000000000100115546	Interpretation In Person Court Ordered Spanish	40.0000
8	99,999,999.00	MHR000000000100115547	Interpretation In Person Court Ordered nonSpanish	60.0000

The following UN/CEFACT Unit of Measure Common Codes are used in this document:
MHR Hour

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		